



EMPLOYMENT OPPORTUNITY

1. RPA #
4114 -GCC

ANALYST'S INITIALS

DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Office Technician	POSITION NUMBER 293-100-1139-003	TENURE PERMANENT	TIME BASE Full Time	CBID R04
OFFICE OF CA Gambling Control Commission	LOCATION OF POSITION (CITY or COUNTY) SACRAMENTO			MONTHLY SALARY \$2598 TO \$3157
SEND APPLICATION TO: CA Gambling Control Commission 2399 Gateway Oaks Drive, Suite 100 Sacramento, CA 95814 Attn: Susie Hernandez	REPORTING LOCATION OF POSITION 2399 Gateway Oaks Drive, Suite 100			
	SHIFT AND WORKING HOURS DAYS - 8:00am to 5:00pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 263-0700	PUBLIC PHONE NUMBER () -		
SUPERVISED BY AND CLASS TITLE Steven Giorgi, Executive Director				FILE BY February 2, 2007

The California Gambling Control Commission is a fairly small agency offering an opportunity to participate in an innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenge of a developing agency whose primary responsibility is to regulate gambling activities within the state. The Commission is located off of West El Camino Ave. in the South Natomas area with new facilities and ****FREE PARKING****.

JOB DESCRIPTION:

Under the direction of the Executive Director and the guidance of the Executive Assistant, the Office Technician will provide technical and clerical support to the Executive Office. Duties include but are not limited to: preparation of correspondence and reports for signature and distribution; maintaining files and logs; preparation of training requests and travel expense claims; screening telephone calls; tracking and distributing press articles; and providing back-up to Commission secretarial staff.

DESIRABLE QUALIFICATIONS:

Experience with Microsoft Excel and Word. Ability to develop complex tables and spreadsheets in Excel. Awareness of the Legislative Process. Ability to maintain a positive and professional attitude when dealing with others. Education equivalent to completion of the twelfth grade.

WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more than 20 lbs. There will be an occasional need to drive to the State Capitol for delivery or pick up of materials.

SELECTION CRITERIA:

Current State employees with status in the above classification or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to this class may apply. ****CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.**** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Will consider Training and Development assignment.

